

Re: [unclear]

DCI/ICS 82-5766
29 September 1982

MEMORANDUM FOR: [redacted]

Pictorial Services Branch, OCR

FROM: [redacted]

Chief, Administrative Staff, ICS

SUBJECT:

Request for Acquisition of Video and Audio Training Programs

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1. Based on previous conversations with you, listed below are the desired training programs in video cassettes and audio cassettes we would like for your office to acquire for us:

<u>Video Cassette</u>	<u>Source</u>	<u>Estimated Price</u>
Managing Stress	CRM/McGraw Hill	\$ 575.00
Memory	CRM/McGraw Hill	560.00
One Small Step	Cally Curtis Co.	480.00
Time of Your Life	Cally Curtis Co.	480.00
Workplace Hustle	Clarks Communication	536.00
Speaking Effectively to One or One Thousand	CRM/McGraw Hill	550.00
Achieving your Potential	Pacific Institute	3,000.00
Effective Writing	Telstar Productions	1,500.00
Speed Reading System	Time-Life Video	3,950.00
Better Spelling	Telstar Production	1,500.00
Negotiating Successfully	Time-Life Video	2,500.00
Desk Set	Time-Life Video	1,200.00
		<u>\$16,831.00</u>

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<u>Audio Cassettes</u>	<u>Source</u>	<u>Estimated Price</u>
Assertiveness for Career and Personal Success	AMACOM	\$ 100.00
Gregg Shorthand	McGraw-Hill	570.00
Understanding and Pre-dicting Human Behavior	Fred Pryor Resource Corp.	80.00
Creative Problem Solving	AMACOM	100.00
Interviewing Skills	Resources for Education and Management	65.00
Art of Dictation	Source Not Known	<u>200.00</u>
		\$ 1,115.00
	Total for Video Cassettes	\$16,831.00
	Total for Audio Cassettes	<u>+ 1,115.00</u>
	Grand Total	\$17,946.00

2. The certification committing ICS funds for FY 1982 is contained in this memorandum as noted.

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Distribution: DCI/ICS 82-5766

Orig - PSB/OCR

- 1 - AS Subject
- 1 - AS Chrono
- 1 - ICS Registry
- 1 - ICS B&F

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DCI/ICS/AS

29 Sep 82

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